



Marathwada Mitra Mandal's Polytechnic

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Automobile Engineering | Computer Engineering | Electrical Engineering | Mechanical Engineering | Mechatronics | AIML |
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TRAINING AND PLACEMENT CELL STANDARD OPERATING PROCEDURE (SOP)

1. Purpose

The Training and Placement Cell (T&P Cell) facilitates career development and progression of students through campus recruitment, training, internships, higher education guidance and entrepreneurship support. The Cell coordinates with industries and other organizations to provide students with opportunities aligned with their skills, interests and career aspirations.

2. Objectives

The T&P Cell shall:

1. Facilitate placement opportunities for eligible and interested students.
2. Develop students' employability skills through training and career guidance.
3. Establish and maintain industry-institute interaction.
4. Coordinate campus recruitment drives and recruitment-related activities.
5. Facilitate internships.
6. Encourage and facilitate entrepreneurship and self-employment opportunities.
7. Maintain systematic records of training, placement and student progression.
8. Collect and maintain evidence of student career progression and employment outcomes.

3. Scope

This SOP applies to all students, faculty members, the Training and Placement Cell, Department Training and Placement Coordinators, and organizations participating in recruitment, training, internship or industry-interaction activities.

4. Roles and Responsibilities

4.1 Head / Training and Placement Officer

The Training and Placement Officer shall:

- Plan and coordinate T&P activities.
- Establish communication with industries and prospective recruiters.
- Invite companies for campus recruitment and other career opportunities.
- Coordinate recruitment schedules, eligibility criteria and selection processes.
- Maintain placement and student progression records.
- Coordinate training and employability development activities.
- Prepare reports.


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4.2 Department T&P Coordinator

The Department T&P Coordinator shall:

- Coordinate with the T&P Cell and students of the respective department.
- Communicate recruitment and training opportunities to eligible students.
- Verify student eligibility and participation.
- Maintain department-wise placement and progression information.
- Assist during campus recruitment and training activities.

4.3 Students

Students shall:

- Register with the T&P Cell through the T&P Form by selecting the appropriate career option: Job, Higher Education, or Entrepreneurship.
- Provide accurate academic and personal information.
- Participate in training and recruitment activities as per eligibility.
- Attend recruitment processes on time and follow the instructions of the T&P Cell and recruiting organization.
- Submit required documents and evidence of selection/joining when requested.
- Inform the T&P Cell regarding joining, higher education or entrepreneurship progression.

5. Placement Process

The placement process shall normally follow the steps below:

Industry Identification → Job Description & Eligibility → Student Registration → Campus Recruitment → Selection → Offer Letter → Joining → Placement Record Verification

5.1 Industry Identification and Communication

The T&P Cell identifies prospective recruiters through industry contacts, alumni, industry associations, previous recruiters, references and other institutional networks.

5.2 Company Registration / Job Requirement

The company shall provide Job Description / relevant information such as:

- Company profile / website
- Job designation
- Department / discipline required
- Eligibility criteria
- Job location
- Salary / CTC / stipend, as applicable
- Selection process
- Drive date finalised by mutual agreement

5.3 Student Registration and Eligibility

Eligible students are informed about the opportunity. Students willing to participate register through the prescribed T&P process.

Eligibility shall be determined based on the criteria specified by the recruiting organization.

5.4 Pre-Placement Preparation

Depending on the requirement, students may be provided training / guidance in:

- Aptitude and reasoning
- Technical skills
- Communication skills
- Resume preparation
- Group discussion
- Personal interview
- Technical interview
- Workplace readiness

5.5 Campus Recruitment

The T&P Cell coordinates the recruitment process, which may include:

- Pre-placement presentation
- Aptitude / online test
- Technical assessment
- Group discussion
- Technical interview
- HR / personal interview
- Practical / skill assessment

The final selection shall be made by the recruiting organization as per its selection process.

5.6 Selection and Offer

The T&P Cell records the names of selected students and obtains available documentary evidence such as offer letters / selection letters.

5.7 Joining and Placement Verification

Where applicable, the T&P Cell collects evidence of joining, such as company ID card, joining letter, salary slip or other suitable employment evidence.

6. Training and Employability Development

The T&P Cell, in coordination with departments and industry partners, shall organize activities such as:

- Interview preparation
- Resume-building sessions

Participation and activity records shall be maintained.

7. Internship

The T&P Cell shall facilitate internship opportunities as per MSBTE guidelines in coordination with departments and industries.

8. Entrepreneurship Support

Students interested in entrepreneurship shall be identified and guided through the Entrepreneurship Development / Innovation ecosystem of the institute.

Support may include:

- Entrepreneurship awareness programmes
- Interaction with entrepreneurs
- Business idea development
- Mentoring
- Startup / incubation guidance
- Government scheme awareness
- Industry / ecosystem networking

Where available, evidence of entrepreneurial activity shall be maintained.

9. Student Progression and Placement Records

The T&P Cell shall maintain records of:

- Students opting for placement
- Students receiving job offers
- Total job offers
- Students joining employment
- Placement package details
- Students opting for higher education
- Students opting for entrepreneurship

10. Industry Interaction

The T&P Cell shall promote continuous interaction with industry through:

- MoUs
- Campus recruitment
- Expert lectures
- Internships
- Centre of Excellence / Skill Centre initiatives
- Industry-sponsored laboratories and training
- Joint training and certification programmes

Records of such activities shall be maintained as evidence of industry–institute interaction.

11. Feedback and Continuous Improvement

Feedback may be collected from:

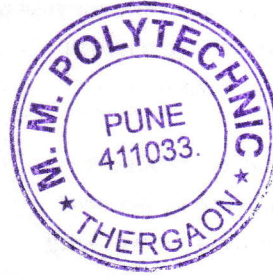
- Recruiting organizations

12. Documentation and Record Maintenance

The T&P Cell shall maintain appropriate records, including:

1. Training
2. Placement
3. Placement drive reports
4. Selection lists/ Offer letters / appointment letters, wherever available
5. Joining evidence, wherever available
6. Higher education records
7. Entrepreneurship records

Man



[Signature]
Principal

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